



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
CREW SUPERVISOR B
(SPECIAL ACTIVITIES BRANCH)
PARKS, RECREATION & TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
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GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for supervising the athletic field maintenance crew and coordinating all athletic field maintenance and grounds keeping tasks. Reports to the Athletic Field and Turf Supervisor.

ESSENTIAL JOB FUNCTIONS

Plans, schedules and supervises a crew of skilled workers responsible for maintaining athletic fields; identifies and resolves operating difficulties; ensures materials and supplies are available; inspects work to ensure conformance with instructions and regulations including City and departmental policies and procedures. May perform or assist with performing more difficult tasks. Performs administrative work to include documentation of daily work performed, preventive maintenance records and maintaining daily work schedules.

Responsible for the effective supervision and administration of assigned crew including staff organization and development, performance evaluations, employee relations, prioritizing and assigning work and related activities.

Operates equipment such as turf mowing equipment, tractors with attached mowers, riding and push mowers, hydroseeder, dump trucks, pickup trucks, and backhoes to complete assigned projects such as mowing operations, debris removal or small construction work. Performs a variety of heavy manual labor such as cutting and clearing vegetation and debris, emptying trash receptacles, landscaping, tree trimming, clearing debris, preparing athletic field as necessary, and painting equipment such as bleachers, backstops, and concessions buildings.

Ensures the safety of City equipment, private property, and others by following proper safety procedures during the operation of a variety of equipment; performs routine checks and preventive maintenance on equipment; identifies and reports equipment malfunctions; cleans equipment as needed.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Athletic Field Maintenance – Thorough knowledge of the techniques, tools, methods, practices, procedures and materials related to maintaining athletic fields.
- Customer Service – Knowledge of principles and processes for providing customer service.
- Safety – Knowledge of occupational hazards, safety precautions and safety regulations related to recreational activities and other work related precautions. Knowledge of traffic laws and regulations governing the operation of assigned equipment.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to equipment operation and other work related precautions.
- Supervision – Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

REQUIRED SKILLS

- Coordination of Work – Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- Computer Skills – Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, organizations and the public. Effectively responds to and resolves inquiries and disputes.

REQUIRED ABILITIES

- Communication – Excellent ability to communicate ideas effectively. Ability to listen and understand directions, information and ideas presented verbally and in writing.
- Judgement/Decision Making – Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.

EDUCATION AND EXPERIENCE

Requires a high school diploma and 3-5 years of closely related experience with 1-2 years of lead or supervisory experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background investigation to include a local and state criminal history check and sex offender registry check as well as a valid commercial driver's license with acceptable driving record.

This position requires pre-employment medical evaluation and substance abuse testing and is subject to random alcohol and controlled substance testing.

PHYSICAL REQUIREMENTS

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, weather, fumes, temperature and noise extremes, hazardous materials, machinery, vibrations, traffic hazards, toxic agents, animals/wildlife, water hazards, disease, or pathogenic substances.